



Chaffey College

**CHINO COMMUNITY CENTER
OVERSIGHT COMMITTEE**

Chaffey College Information Technology Center
Thursday, September 26, 2019
2:00-3:30 p.m.

In Attendance:

City of Chino

Matt Ballantyne

Chaffey College

Teresa Hull
Lee McDougal
Henry Shannon

Members Absent

Linda Reich
Paul Rodriguez

Guests

Rita Elias, Event Coordinator
Kim Erickson, Executive Director, Business
Services, Chaffey College

Recorder

Hope Ell, Executive Assistant,
Chaffey College

Summary Notes

- I. **Welcome and Introductions** – Chair Lee McDougal called the meeting to order at 2:00 p.m.
- II. **Public Comments** – None.
- III. **Update from Event Coordinator** – Rita Elias distributed documents titled “Chaffey College Chino Community Center Event Schedule, June 2019- September 2021” and “Chaffey College Chino Community Center Revenue Projection Form” for the period June 2019-February 2020 (see attachments 1 and 2). The committee reviewed these documents. Ms. Elias shared an update on the significant maintenance and repairs. All items are complete except the carpeting, which is on order and should be received soon. Ms. Elias also shared an updated capital replacement plan document. This document will help the committee track when it is time to replace items. The last page of the document shows past and upcoming financial cycles in terms of cost related to the replacement plan items.
- IV. **Financial Statement Update** – Kim Erickson distributed the Balance Sheet and Income Statement for the period ending June 30, 2019 (see attachment 3). The committee reviewed the document.
- V. **Historical Financial Review** – Kim Erickson distributed the historical income statement as of June 30, 2019 (see attachment 4). The committee reviewed the document.
- VI. **2019-2020 Adopted Budget** – Kim Erickson presented the 2019-2020 adopted budget for approval (see attachment 5). Ms. Erickson is proposing a line item allocation under assets, which would be reflected on the balance sheet, of \$100,000 which would be used as a reserve. Moved by Henry Shannon, seconded by Matthew Ballantyne, the 2019-2020 adopted budget was unanimously approved.
- VII. **Proposal for Event Assistant** – Rita Elias provided an update on the event assistant position. Alyssa Henderson has submitted her resignation, effective September 28. Ms. Elias distributed a proposal

for hiring a new event assistant (see attachment 6). The proposal is very similar to the terms in which the first event assistant was hired. The committee discussed the rate of pay; by acclamation it was decided to list salary dependent on qualifications.

- VIII. **Proposal to Modify Facility Rental Rates** – Rita Elias distributed a proposal to modify the facility rental rates, adding a flat, one-hour rate for a courtyard ceremony (see attachment 7). Lee McDougal suggested lowering the rate for Group 1 to \$450. Matthew Ballantyne asked for language to clarify the difference between the courtyard as part of other rental rates and the courtyard for a ceremony. Lee McDougal motioned to approve the modified facility rental rates, lowering Group 1 to \$450 and adding clarification language about the courtyard use; Matthew Ballantyne seconded. The motion was unanimously approved.
- IX. **Proposal to Purchase Replacement Tables and Carts** – Rita Elias distributed a proposal to purchase replacement tables and carts (see attachment 8). Once these items are replaced, there would be only a few round and 8 foot tables to replace and items will be up to date in terms of life span. Replacement is recommended every six years; the center has been open for 10 years. Matthew Ballantyne asked how the old items will be surplus. Kim Erickson reported that the District has a surplus process; however, this process may be slightly different because the funding will need to go back to the community center. Ms. Erickson will investigate how to appropriately address that. Mr. Ballantyne also asked if this funding is already included in the 2019-2020 budget; Ms. Erickson replied that is included.
- X. **Proposal to Obtain WiFi Service** – Rita Elias presented a proposal for WiFi service (see attachment 9). This item was originally discussed with the update of the audio visual equipment. The WiFi and audio visual quotes are contingent upon each other. In order to get the pricing on the audio visual quote, the committee would have to obtain this WiFi service. The committee could go back and receive separate quotes for these items if they choose to do so. During the last discussion, the committee approved \$140,000 to cover the audio visual costs. If the committee chooses to go with this proposal including WiFi service, it would increase the costs needed to complete the work. This will require moving funds from the contingency budget to the community center budget. In addition, it was also found that this item does have to go out to bid. Lee McDougal motioned to move \$160,000 to the community center budget to fund updated A/V equipment and WiFi; Matthew Ballantyne seconded. The committee unanimously approved the motion. This item will go out to bid as soon as possible.
- XI. **Comments, Requests, Future Agenda Items** – The December meeting conflicts with several other events. The group agreed to move the December meeting to Wednesday, December 4, 2019 at 1:00pm.
- XII. **Adjourn** – The meeting was adjourned at 2:55 p.m. The next meeting is scheduled for December 4, 2019 at 1:00pm.